

TOWN OF MANCHESTER, CONNECTICUT

Employee Guide – What To Do When You Are Injured At Work

The Town of Manchester provides workers' compensation coverage through the Connecticut Interlocal Risk Management Agency (CIRMA). CIRMA has contracted with Coventry Workers' Compensation Services to help provide CIRMA members with efficient claims administration and state-of-the-art medical and disability management. This program is called **CIRMAcare**.

To obtain workers' compensation benefits, you must follow certain procedures that have been designed to ensure that you receive high-quality and appropriate medical treatment. Following these procedures will help you return to work in a timely and safe manner.

Please take the following steps so CIRMAcare professionals can help you when you have a work-related injury or illness.

- Immediately report your work-related injury or illness to your supervisor
- If necessary, seek medical attention:

The designated medical facility between 8:00 a.m. and 5:00 p.m. is:

Corp Care

2800 Tamarack Avenue, Suite 001
South Windsor, CT 06074-5553

Telephone: (860) 647-4796

Urgent Care at South Windsor (part of Corp Care)

2800 Tamarack Ave., Suite 105
South Entrance

Telephone: 860-533-4686

now offers extended hours for non-emergencies in the same building:
M-F 9 a.m. to 8:30 p.m. and Sat. 9 a.m. to 1:30 p.m.

at any other time:

Manchester Memorial Hospital
Emergency Room
71 Haynes Street, Manchester

Telephone: (860) 646-1222

- You must treat with a doctor and/or pharmacy that is within the network. A list of in-network providers is available in Human Resources.
- If your treating physician prescribes medication, use the prescription drug card available from your supervisor.
- If you are scheduled for physical therapy or other appointments please keep them.
- Stay in touch. Communicate with your supervisor or Human Resources about your status and your ability to return to work.
- Time away from work due to an injury will be coded as sick time until the claim is accepted by CIRMA. Sick time is then restored to the employee.

If, after being released to full duty, you feel you are unable to work due to your injury, you must go back to Corp Care or the treating physician and obtain a doctor's note supporting this.

Employees cannot take it upon themselves to stay out of work due to an injury without medical documentation. When seeking follow-up treatment you must have proper authorization to see the doctor. Call CIRMA at 1-800-526-1647 or Human Resources for guidance. Please give a copy of any doctor's notes to your supervisor.

Forms You May Receive

- Form 30C – This form is issued by the State of Connecticut Workers' Compensation Commission to the employee. It may be completed and filed according to the directions on the form. This will satisfy the statutory requirement as notification to the employer of your intention to file a Workers' Compensation claim.
- Form 43 – This form is issued by CIRMA to the State Workers' Compensation Commission and is issued to contest liability for a claim of workers' compensation. This does not necessarily mean your claim will be denied. It is standard practice for CIRMA to deny a claim immediately while they review the specifics of an injury to determine causation and whether it is work-related. You do not need to do anything with this form.
- Form 36 – This form is issued by CIRMA when your doctor determines you are capable of some type of work and are no longer totally disabled, regardless of whether you are accommodated for light duty. A Form 36 does NOT necessarily mean that your workers' compensation benefits are being discontinued. You do not need to do anything with this form unless you intend to contest it. You may also received a Form 36 when you are released back to work full duty without restrictions.

Temporary Light Duty

If after seeing a doctor you are able to return to work with **light duty** restrictions, give a copy of the doctor's note releasing you to light duty to your supervisor or Human Resources before you return to work, not the day of. This note must list any physical restrictions or limitations you may have and for how long. Your supervisor will discuss what light duty assignments are available based on your medical restrictions. If there are no light duty assignments you may be sent home.

If you feel you cannot perform a light duty assignment due to your injury, you will need to provide another doctor's note stating that you cannot perform any light duty work. This can be done by returning to Corp Care or seeing your treating physician. You may also call Human Resources for guidance.

If you have questions about CIRMAcare, workers' compensation benefits, or about what to do if you are injured while at work, please ask your supervisor or call the Human Resources Department at (860) 647-3024.

Our CIRMA claim representatives are:

Michele Trapasso
(203) 498-3087 or 1-800-526-1647
mtrapasso@ccm-ct.org

Robert Verbickas
(203) 946-3747 or 1-800-526-1647
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